

## Minutes

## Board of Assessors Town of Harvard

**Meeting Date:** Thursday, April 30, 2015  
**Called to Order:** 4:00pm  
**Meeting Adjourned:** 5:30pm  
**Members Present:** Debbie George, (Chair), Don Graham, Joe Theriault  
**Other(s) Present:** Harald Scheid, Linda Couture, Amanda Belliveau  
**Absent:**

*The minutes from the March 19<sup>th</sup> meeting were approved*

### Ongoing Business:

1. The Board reviewed the Action Item List
2. Linda Couture reviewed the Assessor's Calendar and the current monthly assessment and sales data.
3. The Board reviewed the draft Board of Assessors Policies and Procedure manual
  - a. Debbie motioned that copies of the documents the board approves should be included in the manual as reference material
  - b. Don motioned that the Board should give a final approval on the manual at the May meeting, the motion was seconded by Joe and approved by all

### New Business:

1. The Board reviewed the way that the meeting minutes are submitted
  - a. Debbie distributed the Public Body Checklist for Meeting Minutes as issued by the Attorney General's office.
  - b. The board decided that going forward minutes will be submitted using care to follow the guidelines set forth in the checklist
2. Amanda presented the Board with a Chapter Land Letter of Intent document proposal; requesting the Boards permission to introduce the document as additional documentation used when Chapter Land is transferred
  - a. Harald confirmed that it would not take the place of the Chapter Land application
  - b. Amanda stated the purpose of the letter is to have a more formal practice in place when accepting transfer of Chapter Land
  - c. The Board motioned that the document should be reviewed by Linda and Amanda and presented again at the May meeting
3. Linda Couture presented a letter received by a resident regarding a real estate abatement application and the assessment visit scheduling
  - a. The Board requested that Linda contact the resident and seek another opportunity to re-schedule the visit but at this time their 2015 abatement application is denied
  - b. The Board requested that at the time of the visit Linda advise the resident to meet with the Board to discuss their concerns regarding having a house in the Historical District

4. The Board signed the following documents:
  - a. 3ABC Applications Report
  - b. Motor Vehicle Commitments and Warrants
  - c. Motor Vehicle Abatement Report
  - d. Real Estate Abatement Report
5. The Board signed a Chapter Land Release
6. The Notary Public, Liz Allard, notarized the Chapter Land Release Statement

**Comments from members of the public:**

*A tentative date and time were set for the next meeting of the Board on May 21<sup>st</sup> at 4:00pm*

Date Approved: 5/21/15

Debra M. George  
Debra M. George

Don Graham  
Don Graham

Joe Theriault  
Joe Theriault